

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

SAFETY AND SECURITY ASSISTANT

POSITION: Safety and Security Assistant

REPORTS TO: Supervisor of Safety and Security

LOCATION: Various Sites

NATURE OF WORK:

This position provides a proactive means of meeting the safety and security of the students, staff, and the community within the school. The Safety and Security Assistant provides support and assists the staff and administrative personnel in maintaining a safe and orderly school environment.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to perform duties in all types of weather conditions
- Ability to stand and walk for an undetermined length of time
- Ability to demonstrate skills necessary to effectively perform in this position specifically the ability to effectively address school disciplinary problems and the ability to relate well with adolescents, teachers, and counselors;
- Ability to demonstrate the skills necessary with appropriate training to effectively use technologically based security platforms on a daily basis;
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Monitors bus duty and students arriving, and leaving the school
- Patrols all school grounds including parking lots and sports fields and assists with parking and/or driving violations occurring on school grounds (may require utilization of a campus security vehicle);
- Perimeter checks of all doors and windows;
- Screens and scans students and visitors to prevent the introduction of illicit contraband and/or weapons on campus
- Intervenes in student altercations occurring on school grounds in accordance with Maryland Education Article 7-307 and all policies and regulations pertaining to the use of force and restraint

for students

- Implements the daily operation of the school security vestibule to include technological systems to support the visitor management system, security camera surveillance system, and access control systems
- Follows all security and emergency procedures and assists with all emergency responses
- Monitors late arriving students and escort them to class as needed
- Monitors students during change of classes
- Monitors students in hallways and checks for hall passes
- Monitors hallways to ensure the safe and orderly conduct of students
- Retrieves and escorts students to and from various locations when necessary
- Monitors the cafeteria during breakfast and lunch as needed to ensure the safety of students
- Monitors restrooms and locker rooms to ensure the safety and security of the students
- Assists with the investigation of incidents impacting safety and security as needed
- Intervenes in physical altercations occurring on campus
- Assists in the de-escalation and the restraint of students, as needed
- Writes school incident reports according to school guidelines
- Monitors the movement and the transfer of students attending satellite campuses as needed
- Assists in the monitoring of the in-school intervention center for students as needed
- Provides security support for school athletic events, assemblies, and other school functions
- Monitors the student crime solvers program and assists students with reporting of information
- Attends all Safety and Security Assistant meetings and trainings as assigned
- Reports any violations of law to appropriate school personnel
- Reports unusual activities or unauthorized persons on campus to school administrator
- Performs security duties during school functions and activities; and
- Completes daily school safety and security checklist and other forms as required
- Performs other related and non-related job duties as assigned
- Obtain and maintain the following required annual certifications and/or required annual training provided during the duty day in order to maintain the position of Safety and Security Assistant:
 - Maryland Model School Security Employee Training Program in accordance with the Maryland Education Article 7-1508 (Maryland Safe to Learn Act of 2018 - 70 hours);
 - Certification in de-escalation and restraint (Crisis Prevention Institute Nonviolent Crisis Intervention Training - 8 hours);
 - Certification in cardiopulmonary resuscitation (CPR) and first aid training (2 hours);
 - Mental health first aid for adolescents (2 hours)
 - Response to emergency school events, specifically the Federal Emergency Management Agency - Introduction to Incident Command Systems - IS-100.C (2 Hours)

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Obtain and maintain the Maryland Model School Security Employee Training Program within one (1) year of employment (Department works with incumbent on dates MD provides)
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

Preferred:

- Advanced training and/or college coursework relating to safety and security and behavior modifications with adolescents

TERM OF EMPLOYMENT:

Full-time ten-month position

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for ten-month seven-hour employees – Range 8.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024